

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 19, 2008

LEAVE ACCOUNTING LETTER #08-010
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Per the Department of Personnel Administration's Personnel Management Liaison Memo #2008-050, Holiday Informal Time Off (HI) hours will be posted for all full-time and part-time employees, with the exception of employees at the:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), BU 3 employees
- Department of Education, Special Schools academic teachers

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 29, 2008. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 26, 2008 at (916) 327-0756.

Intermittent employees will not be included in the automated process due to the timing of the December HI Earn update. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2008, it will be necessary for the department to determine the amount of HI hours due each intermittent employee at the conclusion of the December 2008 pay period. Once the appropriate hours are determined, post an HI05 transaction to the CLAS using the December 2008 pay period preloaded Time and Attendance batches in PIP or the B50 - Leave Benefit Transaction Entry screen in the CLAS.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:TW:CLAS